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LS 8781
3 June
1 1954

MEMORANDUM FOR: General Counsel
Auditor-in-Chief
Comptroller
Chief, Logistics Office
Chief, Medical Staff
Chief, Project Administrative Planning Staff
Chief, Management Staff

SUBJECT : Post Office Boxes

REFERENCE : Regulation No.

25X1

1. The Security Office is currently conducting a survey of post office box facilities used by Agency components. In order to furnish the Director of Security a consolidated report covering the use of these facilities by the Deputy Director (Administration) organization, it is requested that you furnish this office the following information:

- a. Identification and address of post office box.
- b. Approximate date post office box was established.
- c. Name and telephone extension of each person receiving mail through the post office box; and names of persons listed at the post office as recipients of mail at this box. (Indicate whether true or alias names.)
- d. Name and telephone extension of persons presently servicing the box and number of times it is serviced each week.
- e. Whether or not registered mail is received at the post office box.
- f. Whether mail received is operational or administrative in nature. (Generally, mail pertaining to recruitment, financial and fiscal reports, and newspapers and periodicals would be construed as administrative in nature.)

2. It is requested that your report be received by this office not later than 23 June 1954.

25X1

L. K. WHITE
Deputy Director
(Administration)

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